

Welcome to our comprehensive guide on editing or updating activity from an organization page.

Every business interaction counts. Using the Activity feature in Gridlex Zip, you can seamlessly document, manage, and reference all pivotal touchpoints. From meetings to follow-ups, ensure everything runs smoothly.

This tutorial will walk you through editing or updating activity from an organization page in Gridlex Zip.

Step 1: Log in to Gridlex App Suite and click "Organizations " under the Zip section in the navigation menu.

Step 2: Click on the Organization Name you want to edit or update activities.

Step 3: Hover over the "Activities" option on the menu bar and click "Activities List" from the dropdown.

Step 4: Click on the Activity ID you want to edit or update.

Step 5: Click the "Edit" button next to the information you want to edit or update.

Step 6: Make the required changes and click "Save" once done.

Congratulations! You have learned how to edit or update activity from an organization page in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.